

Sherwood Public Library
Monthly Management Report
January 2016



Submitted by: Adrienne Doman Calkins, Library Manager

Contents:

- 1) Statistics
- 2) Programs & Activities
- 3) Service Stories

Statistics

Monthly Circulation	Last month	This month	This month last year	% Change from same month last year	% Change from last month
Total check outs (includes digital)	29,322	27,691	32,141	-14%	-5.6%
Physical check outs & renewals	27,630	26,078	28,573	-9%	-5.6%
Self-checkouts only	7,511	6,350	6,646	-4%	-15.5%
% @ self-check	27%	24%	24%	0%	-10.4%
Digital checkouts (Library2Go)	1,210	1,139	1,120	2%	-5.9%
Digital checkouts (Cloud Library)	482	474	276	72%	-1.7%
Total digital checkouts	1,692	1,613	1,396	16%	-4.7%
% of total checkouts	5.8%	5.8%	5%	16%	1%
Check ins	19,667	18,694	20,545	-9%	-4.9%
Checkouts per capita	1.3	1.2	1.3	-4%	-5.6%

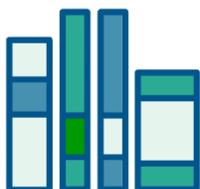
Note: Cold snap first week of December.

In the last year, digital checkouts have risen 16%. Local use of Cloud Library (formerly 3M) e-books has increased 72%. Staff and patrons alike find the tool easier to use than Library2Go.

Monthly Patrons	Last month	This month	This month last year	% Change from same month last year	% Change from last month
New library cards	71	123	96	28%	42%
Total registered users	11,954	12,077	12,217	-1%	1%
Active this month	2,752	2,870	1,619	77%	4%
% of patrons active this month	23%	24%	13%	79%	3%

NOTE: Database purge and patron activity algorithm update February, 2015.

Collection Development	Last month	This month	This month last year	% Change from last year	% of budget available	% of ordering window for FY left
Count of items added	441	482	773	-38%	46.5%	36%
Count of items withdrawn (including periodicals)	1,412	710	896	-21%		
Total collection size	47,941	47,977				



As we approach the end of the ordering window, a large percentage of funds are in reserve for the annual periodical subscription renewals, which happens in spring.

Volunteers	January hours	Equivalent FTE	# of volunteers
Checkin (returns)	79.75	0.46	17
Checkin (tasket processing & holds)	59.55	0.34	7
Requests to fill	33.8	0.20	5
Homework Helper	21.5	0.12	3
Shelving	12.25	0.07	3
Community Event	10.75	0.06	2
Clerical/office asst	8	0.05	1
Teen LAB	6.25	0.04	5
Youth Services Assistant	5.5	0.03	2
Publicity Courier	1.75	0.01	1
Bulletin Board	0.5	0.003	1
Grand Total	239.60	1.38	42
Last month	243.75	1.41	43
% change	-2%	-2%	-2%



Visits last month	This month	% Change from last month	Visits this month last year	% Change from last year	Open hours this month	Open days	Visits per hour	Visits per day	Avg physical checkouts & renewals per hour
20,932	20,849	-0.4%	21,357	-2%	242	29	86	719	118

Note: December 2015 & January 2016 door counts are estimates, due to gate malfunction.

Social media	This month	Last month	% change
Facebook	673	642	5%
Twitter	199	192	4%
Instagram	130	116	11%



NOTE: social media started 5/2014

Programs & Activities

Programs & outreach	Oct-15	Nov-15	Dec-15	Jan-16
# of Adult Programs	7	8	3	6
# of Teen Programs	4	4	9	22
# of Youth Programs	41	31	45	39
<i>School-aged</i>	<i>24</i>	<i>18</i>	<i>25</i>	<i>32</i>
<i>Storytimes</i>	<i>23</i>	<i>19</i>	<i>26</i>	<i>17</i>
# of Programs for All Ages	5	1	4	4
TOTAL # of Programs	58	44	56	53
Program participation	2,361	1,211	1,954	1,243
Program participation per FTE	234	120	194	123
Program participation per capita	0.11	0.05	0.09	0.06
<i>Program participation: adult programs</i>	<i>86</i>	<i>164</i>	<i>46</i>	<i>136</i>
<i>Program participation: teen programs</i>	<i>59</i>	<i>45</i>	<i>52</i>	<i>130</i>
<i>Program participation: youth programs</i>	<i>1,201</i>	<i>921</i>	<i>1,380</i>	<i>857</i>
<i>Program participation: all age programs</i>	<i>1,057</i>	<i>108</i>	<i>507</i>	<i>229</i>
<i>Program participation: school-aged</i>	<i>1,281</i>	<i>345</i>	<i>725</i>	<i>441</i>
<i>Program participation: storytimes</i>	<i>963</i>	<i>715</i>	<i>849</i>	<i>771</i>

All Ages

- 10-Year Birthday Party in Civic Building—229 total participants
 - Northwest Panman steel drums—37 participants
 - Cake! – 80 participants
 - Cat in the Hat Photo Op—58 participants
 - Cat in the Hat @ Dr. Seuss Storytime (10 year birthday)—54 participants

Youth & Family Programs:

- Gaming Club—9 participants
- Mario Kart Tournament—8 participants
- 'Lil Busy Builders—6 participants
- Ultimate Building Academy—33 participants

- Paperback Pals—13 participants
- Read to the dogs—5 participants (2 sessions)
- Squish, Mush & Play—33 participants
- Storytimes
 - Saturday Family Storytime –22 participants
 - Toddler Storytimes, Tuesdays & Wednesdays: 437 participants (6 storytimes)
 - Preschool Storytimes, Tuesdays & Wednesdays: 216 participants (6 storytimes)
 - Baby Time: 42 participants (3 storytimes)

Youth & Teen:

- Homework Help—12 participants (14 sessions)

Adult & Teen Ages Programs:

- Early Learning Fair table—35 direct interactions
- Eat smart, waste less, recycle more—4 participants
- Retirement Planning Seminar—3 participants
- Mind in the Making #1—26 participants
- DIY Craftshop: Wearable Art Pins—25 participants
- Music-SLAM!—43 participants
- Fiction Friends—6 participants
- Teen Movie Night—4 participants
- TeenLAB (2 sessions)—11 participants

Other Activities:

- Recruiting for a new Library Advisory Board member.
- Displays: New Year’s Resolutions, Keep Calm and Downton On
- Washington County Cooperative Library Services Meeting attendance:
 - Art of the Story (Jenny Swanson)
 - Publicity (Jenny)
 - WCCLS Acquisitions (WACQO) (Mary Madland)
 - Adult Services (Pinn Crawford)
 - Joint WCCLS Policy Group & Clackamas County LINCC Directors meeting (Adrienne)
 - Policy Group, Budget meeting (Adrienne)
 - Youth Services (Jaime Thoreson)
 - CATS (Cataloging) (Mary)
- Other meetings:
 - All Library Staff meeting (All)
 - City Council (2) (Adrienne)
 - Circulation Department meeting (Jenny, etc.)
 - Main Street meeting (Adrienne)

- Information Services (Adrienne, Jenny, Pinn, Crystal, Jaime)
- Library Management (Adrienne, Jenny, Mary)
- Chamber of Commerce (Adrienne)
- Chamber Mixer @ The Springs (Adrienne)
- Staff trainings:
 - New volunteer

Service Stories

[After an afternoon with the giant play cardboard bricks out in the Children’s Area] staff noticed a lot of positive interactions with families, children and the blocks. For example, some kids were making houses for the puppets, families were on the floor building towers together, and another kiddo was putting the blocks in a specific order/pattern (Early Mathematics!).—Submitted by Jaime Thoreson, Youth Services Librarian II & Heather Eldred, Library Assistant Technical Services

A patron checked out a bunch of Nancy Drew Books on CD. Her daughters are very into the series and have loved being able to get so many of them in audio form. She said that her one daughter loves them so much that it’s the only way that she can get her to do her required exercises because she is very absorbed by them and they help to keep her mind off the exercises.—Submitted by Jenny Swanson, Public Services Supervising Librarian

About the Fiction Friends book discussion group for 6-8th graders: I love this group! They are so good at talking about what they liked and didn't like about the book. They're also bonding. [I'm] very happy.—Submitted by Jaime Thoreson.

Our 10-Year Birthday Party for the Civic Building was a blast! We had nearly 230 people attend the various events throughout the day. Notably, many families attended all of the events and stayed in the library most of the day playing board games and reading together. —Submitted by Adrienne Doman Calkins



Photo by David Gilmore

Respectfully submitted,